



## GENERAL SERVICES ADMINISTRATION

Federal Supply Service  
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

### **Federal Supply Schedule - 84**

Total Solutions for Law Enforcement, Security, Facilities Management,  
Fire, Rescue, Clothing, Marine Craft and Emergency Disaster Response

### **Federal Supply Group: 246**

**SIN 246-52:** Professional Security/Facility Management Services

**Class:** R414

**Contract Number:** GS-07F-5900R

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

**Contract Period:** July 1, 2010 to June 30, 2015

**Contractor:** Advantage SCI, LLC Business Size: Small

2321 Rosecrans Avenue  
Suite 2225  
El Segundo, CA 90245  
Ph: 310.536.9876  
Fax: 310.943.2351

**Web-site address:** [www.advantagesci.com](http://www.advantagesci.com)



<b>Primary Contact:</b>  Traci Britton  VP Business Development  Contract Administration	<b>Secondary Contact:</b>  Elsa Lee  President/CEO
<b>Phone:</b> 310.536.9876	<b>Phone:</b> 310.536.9876
<b>Fax:</b> 310.943.2351	<b>Fax:</b> 310.943.2351
<b>Email:</b> <a href="mailto:tbritton@advantagesci.com">tbritton@advantagesci.com</a>	<b>Email:</b> <a href="mailto:elsa@advantagesci.com">elsa@advantagesci.com</a>

**President:** Elsa Lee  
  
**Phone:** 310.536.9876 **Fax:** 310.943.2351  
  
**E-mail:** [elsa@advantagesci.com](mailto:elsa@advantagesci.com)

**Business Type/Size:** 8(a), SDVOSB, Woman-Owned, SBE, SDB,  
  
Minority-Owned

**DUNS Number:** 151327280

**CUSTOMER INFORMATION:**

- 1a. Awarded Special Item Number:** 246-52 Professional Security/Facility Management Services (FSC R414)
- 1b. Lowest Priced Model Number and Price for each Awarded Special Item Number(s):** Specific Contractor rates are provided. If Overtime rates are required, Advantage SCI will provide them on a task order basis.
- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided.** See Approved Price List



2. **Maximum order:** \$200,000
3. **Minimum order:** \$2,000
4. **Geographic coverage (delivery area):** Domestic, 50 United States and Washington DC, Puerto Rico and U.S. Territories
5. **Point(s) of production (city, county, and State or foreign country):** Same as company address
6. **Discount from list prices or statement of net price. Government net prices (discounts already deducted):** Prices shown are net prices, inclusive of the GSA IFF; discounts have been applied.
7. **Quantity discounts:** It is Advantage SCI's practice to review each task order for factors that may allow us to propose discounted labor rates.
8. **Prompt payment terms:** Net 30 days
9. **Government Purchase Cards are accepted below and above the micro purchase threshold.**
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of delivery.** Services Only. Delivery of Services is specified on Task Orders
- 11b. **Expedited Delivery.** Services Only. Consult with Contractor.
- 11c. **Overnight and 2-day delivery.** Services Only. Consult with Contractor.
- 11d. **Urgent Requirements.** Advantage SCI will make every effort to accommodate delivery of urgent requirements as long as all terms and conditions of the task order can be met.
12. **F.O.B. point(s):** FOB Destination.
- 13a. **Ordering address (es):** Same as Contractor.
- 13b. **Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA s), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).**
14. **Payment address:**  
  
Advantage SCI, LLC  
2321 Rosecrans Avenue Suite 2225  
El Segundo, CA 90245  
  
If payment is to be made electronically, Advantage SCI's banking information will be provided to the Government.
15. **Warranty provision:** Contractor's Standard Commercial Warranty
16. **Export packing charges, if applicable:** N/A.



17. **Terms and conditions of Government purchase card acceptance:** Contact will accept Government Purchase Card for orders of \$2,500 or less. Contact Contractor for acceptance of larger orders.
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found.** N/A
25. **Data Universal Number System (DUNS) number:** 151327280
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered Cage #330H3



Federal Supply Group: 246 PRICE LIST\*

SIN 246-52 Professional Security/Facility Management Services, Class: R414

Contract Number: GS-07F-5900R

DUNS number: 151327280

<b>GSA SCHEUDLE 84 LABOR CATEGORIES &amp; RATES</b>	
<b>LABOR CATEGORIES</b>	<b>LOADED RATE*</b>
Specialty Consultant I	\$100.00
Specialty Consultant II	\$150.00
Specialty Consultant III	\$275.00
<b>COUNTERINTELLIGENCE</b>	
Counterintelligence Analyst I	\$61.66
Counterintelligence Analyst II	\$83.69
Counterintelligence Analyst III	\$96.90
Counterintelligence Specialist I	\$70.47
Counterintelligence Specialist II	\$86.77
Counterintelligence Specialist III	\$105.71
Research Technology Protection Specialist	\$86.33
Collection Manager	\$83.69
<b>TECHNICAL SECURITY</b>	
Cyber Security Technician I	\$88.09
Cyber Security Technician III	\$110.11
Cyber Security Technician III	\$129.05
Technical Security Countermeasures (TSCM) Technician I	\$74.88
Technical Security Countermeasures (TSCM) Technician II	\$88.09
Technical Security Countermeasures (TSCM) Technician III	\$119.80
Data Analyst	\$79.28
Polygraph Specialist	\$114.52
Behavioral Sciences Specialist	\$79.28
<b>SECURITY</b>	
Force Protection Specialist I	\$74.88
Force Protection Specialist II	\$96.90
Force Protection Specialist III	\$110.11
Force Protection Infrastructure Engineer	\$110.11
Force Protection Structural Engineer	\$123.33
CBRNE Specialist	\$96.90
Readiness & Emergency Management Specialist I	\$52.85
Readiness & Emergency Management Specialist II	\$81.65
Readiness & Emergency Management Specialist III	\$110.99
Subject Matter Expert I	\$96.90
Subject Matter Expert II	\$132.13
Subject Matter Expert III	\$176.18
Security Specialist I	\$57.26
Security Specialist II	\$70.47
Security Specialist III	\$79.28
Security Administrator I	\$48.45
Security Administrator II	\$57.26
Security Administrator III	\$61.66

\*These rates are for Governemnt Site ONLY. Contractor site use will add an additional hourly percentage.

<b>GSA SCHEDULE 84 LABOR CATEGORIES &amp; RATES</b>	
<b>LABOR CATEGORIES</b>	<b>LOADED RATE*</b>
<b>SUPPORT SERVICES</b>	
Project Manager I	\$92.54
Project Manager II	\$160.73
Project Manager III	\$196.81
Instructor I	\$57.26
Instructor II	\$70.47
Instructor III	\$83.69
Course Developer I	\$57.26
Course Developer II	\$74.88
Course Developer III	\$86.33
Researcher I	\$44.04
Researcher II	\$54.62
Researcher III	\$59.02
Secretary I	\$48.45
Secretary II	\$57.26
Secretary III	\$70.47
Administrative Assistant I	\$39.64
Administrative Assistant II	\$44.04
Administrative Assistant III	\$48.45
General Clerk I	\$42.28
General Clerk II	\$45.81
General Clerk III	\$61.66
Desktop Publisher I/Editor	\$52.85
Desktop Publisher II/Editor	\$61.66
Database Programmer	\$103.95
Resource Specialist I	\$45.81
Resource Specialist II	\$79.48
Resource Specialist III	\$112.13
Program Analyst I	\$52.85
Program Analyst II	\$90.00
Program Analyst III	\$95.00
Program Manager I	\$66.52
Program Manager II	\$116.37
Program Manager III	\$145.39
Geographic Info Systems I	\$61.66
Geographic Info Systems II	\$77.52
Geographic Info Systems III	\$114.03
Training Officer	\$83.36
*These rates are for Government Site ONLY. Contractor site use will add an additional hourly percentage.	

NOTE: Prices are for calendar year 2010. Escalation for future year's pricing can be obtained from Contractor.



## LABOR CATEGORY DESCRIPTIONS

### **Specialty Consultant**

Has expert knowledge of and practical experience in the principles, practices, and procedures of a particular discipline related to security, intelligence, law enforcement, business continuity, disaster recovery, emergency preparedness, national security and terrorism, foreign travel. Collects and compiles information via data research, internet research, questionnaires, phone, and personal meetings. Performs evaluations and analysis of existing policies, procedures, processes, techniques, and may prepare reports and implement solutions as directed. Provides input for development of strategies, policies, plans, and procedures. Conducts in-depth technical research for client requirements, presentations, and training. Delivers independent classroom training and assists in training analysis activities. Performs final review of all deliverables. Presents seminars, speaks, lectures and serves as executive management advisor in requested disciplines. Provides in-depth, advanced, and highly specialized functional technical expertise. Provides final report and recommendations. Minimum Security Clearance: to be determined by Task Order

Minimum Requirements:

Level I, 8+ years experience, Associates Degree

Level II, 10+ years experience, Bachelors Degree

Level III, 20+ years experience, Masters Degree

## **COUNTERINTELLIGENCE**

### **Counterintelligence Analyst**

Applies knowledge and mastery of CI concepts, principles, and practices to plan and conduct a full range of CI analysis support to operations, investigations, studies, and CI services in support of national security. Employs state-of-the-art technologies, analytical tools, and communications processes to drive activities from beginning to completion. Develops analytical processes and methods to support counterespionage investigations, analyses, and production. Monitors results to ensure that they are achieved within the appropriate directives, regulations, policies, and procedures. Conducts liaison activities with senior-level members, the staff of the supported agency, and leadership throughout the CI and law enforcement communities. Minimum Security Clearance: Top Secret/SCI

Minimum Requirements:

Graduate of military and government-approved intelligence or counterintelligence school

Level I, 3-5 years of related experience, Associates Degree

Level II, 6-8 years of related experience, Bachelors Degree

Level III, 10+ years of related experience, Bachelors Degree



### **Counterintelligence Specialist**

This specialist is a highly qualified counterintelligence resource who has completed the counterintelligence (CI) course at a Department of Defense Counterintelligence School or Federal Academy. Supports counterespionage, counterintelligence, and counterterrorism efforts. This includes preparing threat, foreign travel, and espionage related briefings and debriefings in support of national security. Conducts analysis and prepares intelligence products that are disseminated internally within the supported agency and/or the intelligence community. Has a working knowledge of foreign intelligence organizations and terrorist groups, their objectives, activities, and their methods of operation. The CI Specialist applies intelligence oversight regulations to all supported activities and performs tasks in accordance with Federal, DoD, and Services directives and regulations. Utilizes methods, concepts, classified and unclassified tools, databases, and portals. Prepares finished reports, studies, summaries, and briefings and presents them to supported organization. Consolidates intelligence data, produces and maintains CI analytical products, files, and databases, and acts as a liaison for timely sharing of information. Minimum Security Clearance: Top Secret/SCI

#### **Minimum Requirements:**

Level I, 3-5 years of related experience, Associates Degree

Level II, 6-8 years of related experience, Bachelors Degree

Level III, 15+ years of related experience, Masters Degree

### **Research Technology Protection Specialist**

The Research Technology Protection (RTP) Specialist is an experienced counterintelligence professional who provides counterintelligence support to Research, Development, Test, and Evaluation (RDT&E) programs and activities. Coordinates identification of Critical Program Information (CPI) with Program Managers (PMs). Prepares Program Protection Plans (PPP). Provides Training on Safeguarding CPI. Provides CI Assessments on the threat to CPI. Provides CI support to RDT&E activities. Conducts interviews and presents briefings. Provides intelligence and threat analysis of information to supported organization, the intelligence community, and/or national security. Minimum Security Clearance: Top Secret/SCI

#### **Minimum Requirements:**

6-8 years of related experience, Bachelors Degree

### **Collection Manager**

Serves as a specialized skills officer providing direct support to requirements and collection efforts. Provides direct support to a client in driving complex worldwide operations to develop actionable intelligence against the highest priority threats to US national security, which are increasingly transnational in origin. Identifies, analyzes, and facilitates countermeasures to organizations, persons, and networks posing threats. Develops a substantive expertise in the client's functional missions, including terrorism, proliferation, narcotics, and counterintelligence and regional expertise.





Develop listings of priority intelligence requirements. Develops or updates evaluation program for intelligence and counterintelligence production. Assesses responsiveness to Collection Management Programs. Demonstrates effective communication skills in coordination and development of intelligence/counterintelligence requirements. Articulates intelligence/counterintelligence requirements within the Intelligence Community. Minimum Security Clearance: Top Secret/SCI

Minimum Requirements:

3 years of experience in the intelligence community, Bachelors Degree

## **TECHNICAL SECURITY**

### **Cyber Security Technician**

Performs cyber security (monitor, audit, analyze) Enterprise information systems for events to include, but are not limited to: unauthorized access, insider threat, hacking or penetration attempts from known threats, identifying presence of unauthorized software or malicious code on both classified and unclassified networks, such as Active Directory, firewalls, intrusion detection systems, log files, and remote access servers. Individual has the skills and experience to take necessary actions to proactively address issues and guide support personnel to preclude system failures or disruptions; identifies vulnerable computers that may be used in exploitation, data infiltration, and data compromise. Ability to communicate effectively both orally and in writing. Posses experience and skill sets in: Network Intrusion Detection and Computer Forensics and Investigations; has knowledge of inquiries, investigations, operations and insider threats; proficient in oral communication and investigative writing. May have a knowledge or background in counterintelligence or in conducting investigations through law enforcement. Proficient in either or both Microsoft and Linux based Operating Systems in addition to a full command of MS Office applications. Minimum Security Clearance: Top Secret/SCI

Minimum Requirements:

Level I, 1-3 years experience, Associates Degree or graduate of technical school, Certified Security+

Level II, 4-6 years experience, Bachelors Degree, Certified MCSE, Security+

Level III, 10+ years experience, Masters Degree, Certified MCSE, Security+, CISSP

### **Technical Security Countermeasures (TSCM) Technician**

Performs full scope TSCM Investigations and Limited Technical Investigations and provides Technical Threat Briefings, analytical reports and products to personnel. Maintains metrics of TSCM Activities for reporting to senior management. Constructs and writes clear, concise, accurate and detailed reports in English. Must be able to lift and carry cases not exceeding 60 pounds without aid, and conduct any or all of these duties atop buildings, aerial platforms, or slanted rooftops; performs duties in a variety of extreme situations, including temperature, humidity, dirt, dust, mold, algae, contaminated water, insects, arthropods, fish, mammals, and other natural and



manmade hazards, while wearing appropriate safety equipment. Minimum Security Clearance: Top Secret

Minimum Requirements:

Level I, 1-3 years experience, Associates Degree or graduate of technical school

Level II, 4-6 years experience, Bachelors Degree, graduate of government-approved TSCM school

Level III, 10+ years experience, Masters Degree, graduate of government-approved TSCM school

### **Data Analyst**

Prepares data for import into databases and conducts analysis as required. Provides limited database and maintenance support, conducts quick response research and studies, as well as other technical and administrative services. Additional functions include: analyzes and defines data requirements and specifications for the collection of specified data; performs frequent back-ups of databases to preserve an archive of assessment data. Implements database recovery actions as required; installs, configures, and maintains database management systems software on division laptops with the assistance of the systems administrators; develops and administers data standards, policies, and procedures; develops and implements data mining and data warehousing programs to develop trends and analysis reports as required; evaluates and provides recommendations on new database technologies and architectures. Ensures the rigorous application of information security/information assurance policies, principles, and practices in the delivery of data management services. Provides training to personnel and others on the installation and use of database software and analytical processes. Coordinates database modifications with organization information center.

Minimum Security Clearance: Secret

Minimum Requirements:

6+ years of experience, Bachelors Degree, Certified in customer database software

### **Polygraph Specialist**

Interrogates individuals and interprets, diagnoses, and evaluates individuals' emotional responses and reactions to questions posed. Attaches apparatus to individual's skin to measure and record changes in respiration, blood pressure, and perspiration. Prepares reports and keeps records of examinations. Assists with investigations and the gathering of information for use in a polygraph exam. Teaches classes on interrogation techniques, methods, and uses of the polygraph in support of national security programs. Minimum Security Clearance: Top Secret/SCI

Minimum Requirements:

Knowledge of human behavior and performance, mental processes, and psychological research methods

6-8 years of related experience, Masters Degree



### **Behavioral Sciences Specialist**

Conducts research and analysis in individual and organizational behaviors. Plans and conducts surveys, data collection and data analysis. Writes technical reports and findings. Feeds reports to supported organization to assist in reorganizing or restructuring missions, work processes, operations, or methods of operation. Assists in planning and executing organizational behavior and organizational development tasks including redesigning work flow, systems, or processes. Minimum Security Clearance: Top Secret/SCI

Minimum Requirements:

Knowledge of human behavior and performance, mental processes, and psychological research methods

6-8 years of related experience, Bachelors Degree

## **SECURITY**

### **Force Protection Specialist**

An expert in assessing the physical threats faced by any organization, agency or installation. May have skills in terrorist attack and infiltration techniques, industrial or political espionage tools and techniques and criminal methodologies. Has the skills and experience to evaluate the gaps in security using applicable guides, policies, and regulations in any organization and the ability to provide written reports on what said gaps are and required actions necessary for mitigation. Has proven experience of success in the field of deterring or mitigating risks, possess proven experience in developing security, anti-terrorism, and force protection policies, plans, and procedures. Able to coordinate, de-conflict, and integrate various force protection staff initiatives, policies, and activities within the organization; has the skills and experience to review organization practices and activities to ensure compliance with directives and integration with other security and related programs; provides recommendations, briefings, updates, and staff studies across a broad range of security specialties. Able to organize and manage working groups and various levels of response exercises.

Minimum Security Clearance: Secret

Minimum Requirements:

Level I, 3-5 years experience, Associates Degree

Level II, 6-8 years experience, Bachelors Degree

Level III, 10+ years experience, Masters Degree

### **Force Protection Infrastructure Engineer**

Serves as a member of a Force Protection Vulnerability Assessment Team. Provides expertise in the inspection and evaluation of the civil engineering infrastructure of a military installation, including evaluation of complex and sophisticated systems and structures. Conducts independent technical inspections of electrical, plumbing, heating/cooling/ventilation, and mechanical systems and elements found in existing



structures and in new or modification construction projects on military installations worldwide. Minimum Security Clearance: Secret

Minimum Requirements:

10+ years experience, Bachelors Degree, Certified Licensed Engineer

### **Force Protection Structural Engineer**

Serves as member of a Force Protection Vulnerability Assessment Team. Provides expertise in the evaluation of structural dynamics on base-wide structures located on military installations worldwide. Assesses military construction to ensure antiterrorism measures are included in the design. Model blast using a multitude of software including, but not limited to: Vulnerability Assessment Protection Options (VAPO), Blast Effects Estimator Model (BEEM), BlastFx, and WINDAS. Possesses good communication and written skills, and able to use computer software tools. All specialists shall be familiar with DoD Antiterrorism/Force Protection guidelines and operations.

Minimum Requirements:

10+ years experience, Bachelors Degree, Certified Licensed Engineer

### **CBRNE Specialist**

Assists in the development and execution of CBRNE Plans (OPORDs, FRAGOs, Policy). Drafts CBRNE program plans and strategies including appropriate annexes, supplements, and checklists. Develops CBRNE plans/annexes templates for subordinate commands. Coordinates staffing of CBRNE plans and tracks changes. Provides Protection-related assistance to subordinate commands. Provides CBRNE presentations, assists in plan and policy development, and improves users' knowledge of the CBRNE program. Assists commands in identifying Toxic Industry Chemicals (TICs) and Toxic Industry Materials (TIMs) and develops mitigation measures. Incorporates CBRNE requirements into the higher headquarters' Vulnerability Assessments and Program Reviews. Ensures CBRNE requirements/benchmarks are incorporated in the checklist that is used to conduct the higher headquarters' Vulnerability Assessments and Program Reviews. Conducts staff assistance visits to assist commands in developing CBRNE implementation guidance. Participates in Program Reviews as an Emergency Management SME. Provides CBRNE Risk Mitigation Assessments for special events. Develops and tracks CBRNE exercises and training programs. Incorporates CBRNE exercises that suit the organization's operational capabilities, into the overall Antiterrorism exercise program.

Minimum Requirements:

10+ years experience, Bachelors Degree

### **Readiness & Emergency Management Specialist**

MAJCOM and Installation level readiness and emergency management specialist, resolves problems/issues concerning the emergency management (EM) and/or



readiness programs which may include Prime Base Engineer Emergency Force (BEEF), Chemical, Biological, Radiological, and Nuclear (CBRN), and/or contingency programs. Provides guidance regarding EM and/or readiness programs, including issues pertaining to planning, organizing, training, and equipping; oversees contingency operations; implements EM and/or readiness policy, published guidance, and instructions. Develops and coordinates plans for response to weapons of mass destruction attacks, natural disasters, major accident response, and other emergencies or contingencies. Coordinates with DoD, Federal, and other state and civilian response agencies associated with the National Response Plan. Minimum Security Clearance: Secret

**Minimum Requirements:**

Level I, 1-3 years experience, Associates Degree

Level II, 6-8 years experience, Bachelors Degree

Level III, 10+ years experience, Masters Degree

**Subject Matter Expert**

Technical expert in functional areas that include, but are not limited to, law enforcement, education and training, chemical, biological, radiological, nuclear and explosive events, anti-terrorism force protection, personnel management and human resources, intelligence and information sharing, planning, coordinating, and integrating all aspects of homeland defense, logistic support, command, control, communications and computers, force structure and resource management, law and legal affairs, legislative liaison, public affairs, military science and management. Progressively advances senior level management and high level organizational experience and support obtained through progressive education and prolonged courses of specialized intellectual instruction. Extensive experience in organizational policy, business process reengineering, redesign and implementation of government and private sector operations, creation and support of policy analysis efforts, and ability to conduct complicated technical research, economic model development and strategic planning. Ability to interact, consult with, and provide advice to high-level government officials and senior managers is essential. Minimum Security Clearance: Secret

**Minimum Requirements:**

Level I, 8+ years experience, Bachelors Degree

Level II, 10+ years experience, Bachelors Degree

Level III, 20 + years experience, Masters Degree

**Security Specialist**

Provides expertise in the following fields: anti-terrorism/force protection, operational planning and programming, and information protection. Possesses the knowledge, skills, and abilities that enable a fully successful accomplishment of the tasks required. Possesses knowledge of security concepts, principles, and practices necessary to review, analyze, and resolve complex issues; skills in planning, developing, implementing, and evaluating security programs to meet mission requirements and improve the overall



security program; the ability to establish effective professional working relationships with coworkers and customers, contributing to a cooperative working environment and successful accomplishment of the mission. Minimum Security Clearance: Secret

**Minimum Requirements:**

Level I, 1-3 years experience, High School Diploma

Level II, 4-6 years experience, Associates Degree

Level III, 8-10 years experience, Bachelors Degree

**Security Administrator**

Performs security administration functions related to office and personnel management duties within a secure operating facility. Duties include classified document control, publication distribution, classification management and processing, receiving correspondence, distributing mail and action memorandums; developing and managing a suspense system, establishing a Record Management plan. May be required to request background investigation on applicants for employment. Reviews documents for completeness, correctness, and accuracy, returns documents to originator for additional information, contacts originator for clarification of information submitted, requests additional documents as needed, and submits appropriate request factors. Establishes the levels of investigation required and schedules investigations with the agency. Experience in e-QIP, JPAS, JCAVS; submits and receives Visitor Access Requests (VARs); performs preliminary review of completed reinvestigation documents submitted by employees; makes complete and correct security determinations within the realm of assigned responsibility. Possesses a working knowledge of the US Government Security Program, with special emphasis on the understanding of various phases of a security program (e.g., classified document/downgrading procedures, personnel clearance regulations, industrial security, physical security and special access programs). May be required to process ID cards and badges. Ability to maintain and upgrade security database and other data forms and files as related to security. Minimum Security Clearance: Secret

**Minimum Requirements:**

Level I, 2-4 years, High School Diploma

Level II, 4-6 years, Associates Degree

Level III, 6-8 years, Bachelors Degree

**SUPPORT SERVICES**

**Project Manager**

Monitors each task, and keeps the Program Manager informed of all problems, progress, and accomplishments. Anticipates problems, and works to mitigate the anticipated problems. As a team or project leader, provides technical direction for the complete delivery of contract tasks. May serve as a technical authority for security, intelligence, counterterrorism, and cyber security projects. As a staff specialist or



consultant, resolves unique and unyielding project problems using new technology or best practices. Completes tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates. Interacts with government management personnel. Reports orally and in writing to contractor management and government representatives, including the government contracting officer. Minimum Security Clearance: to be determined by Task Order

**Minimum Requirements:**

Level I, 4-6 years of related experience, Associates Degree

Level II, 6-8 years of related experience, Bachelors Degree, PMI Certification

Level III, 8-10 years of related experience, Masters Degree, PMI Certification

**Instructor**

Teaches one, or more, short courses in a technical trade or craft such as intelligence, counterintelligence, surveillance, counter-surveillance, antiterrorism, counterterrorism, security, cyber security, information security, leadership, management, and/or team building. Prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. Teaches assigned topics in accordance with approved curriculum, effectively utilizing all allotted time. Maintains proficiency in instructional techniques, incorporates real world examples of application in the teaching process, and develops and maintains classroom techniques that reflect professionalism, good discipline and enhance teaching. Uses adult learning techniques to ensure retention of information and maintain high motivation and interest in the subject areas. Responsible for administering grades, records and critiques examination, and prepares and administers remedial assignments. Submits written recommendations for curriculum updates to ensure consistency with changes and innovations in the latest applicable publications or documents. Minimum Security Clearance: Secret

**Minimum Requirements:**

Level I, 3 years of directly related experience in subject material, Associates Degree, 1 year of training experience

Level II, 6-8 years of directly related experience in subject material, Bachelors Degree, 3 year of training experience

Level III, 8-10 years of directly related experience in subject material, Masters Degree, 4 years of training experience

**Course Developer**

Primarily responsible for curriculum development, revision, and maintenance. May also perform as, and must meet the requirements of, the instructor. Curriculum may involve intelligence, counterintelligence, or security related material. Develops blocks or units of instruction, creates graphics, and integrates them into curriculum. Courses may be instructor based, computer-based, simulator based, interactive, or non-interactive. Teaches short technical courses in accordance with approved curriculum to maintain



proficiency and to evaluate and develop new instructional techniques/courses. Job duties also include the following: incorporation of new curriculum in existing programs, development and maintenance of classroom techniques that reflect professionalism, good discipline, enhance teaching, development of alternative teaching techniques and scenarios to maintain high motivation and interest in the subject areas, and, while acting as the testing officer, conducting test analysis and development or revision of test items. Minimum Security Clearance: Secret

**Minimum Requirements:**

Level I, 3 years of directly related experience in subject material, Associates Degree, 1 year of training experience, graduate of a curriculum or course development course via a government agency

Level II, 4-6 years of directly related experience in subject material, Associates Degree, 1 year of training experience, graduate of a curriculum or course development course via a government agency

Level III, 8-10 years of directly related experience in subject material, Associates Degree, 1 year of training experience, graduate of a curriculum or course development course via a government agency

**Researcher**

Provides skills that are crucial to support military and government operations. Researcher performs data collection, compilation of information from various sources, and performs analysis to draw conclusions. Presents findings that will help decision makers. Performs research tasks across a wide range of work environments. Provides authoritative professional and technical information, counsel, and results. Produces scientific/technical studies, research decision papers, background papers, sociological, anthropological, and/or cultural studies, literature searches, and final reports. Makes recommendations/decisions that potentially impact major studies reflecting the application of appropriate methodologies in the current OE. Conducts research and applies qualified and unbiased judgment. Minimum Security Clearance: to be determined by Task Order

**Minimum Requirements:**

Level I, 1-4 years of experience, Associates Degree

Level II, 6-8 years of experience, Bachelors Degree

Level III, 8+ years of experience, Bachelors Degree

**Secretary**

Experienced in providing principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. Maintains a close and highly responsive relationship with the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures





related to the work of the office. Secretary level III is also capable of supervising and training lower level Secretaries. Microsoft Office Suite experienced. Minimum Security Clearance: to be determined by Task Order

**Minimum Requirements:**

Level I, 1-3 years experience, Associates Degree

Level II, 4-6 years experience, Bachelors Degree

Level III, 8+ years experience, Bachelors Degree

**Administrative Assistant**

Provides, in addition to secretarial type duties (filing, taking phone calls, scheduling appointments, and making travel arrangements), administrative support to executive staff with office management responsibilities, including budgeting, personnel records, and payroll. May be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials. Microsoft Office Suite experience required. Minimum Security Clearance: to be determined by Task Order

**Minimum Requirements:**

Level I, 1-3 years experience, High School Diploma

Level II, 4-6 years experience, Bachelors Degree

Level III, 6+ years experience, Bachelors Degree

**General Clerk**

Some subject-matter knowledge and judgment to complete routine assignments consisting of numerous steps varying in nature and sequence. Possesses the ability to select from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters, maintaining a wide variety of financial or other records (stored both manually and electronically), filing, verifying statistical reports for accuracy and completeness, compiling information, and handling and adjusting complaints. The General Clerk III may also direct lower level clerks. Microsoft Office Suite experience required. Minimum Security Clearance: to be determined by Task Order

**Minimum Requirements:**

Level I, 1-3 years experience, High School Diploma

Level II, 4-6 years experience, Bachelors Degree

Level III, 6+ years experience, Bachelors Degree

**Desktop Publisher/Editor**

Provides publishing and graphics support with knowledge and expertise in Microsoft (MS) Outlook, MS Word, MS Excel, MS PowerPoint and MS Office Publisher; may also have knowledge in Acrobat Professional, including Adobe InDesign, Adobe Illustrator, Adobe Photoshop, and Visio. Knowledge of technical editing and analysis techniques with the capability to produce executive level briefings/presentations, newsletters,



flyers, and brochures and may have experience in website modifications. Ability to perform style edits, copy edits, and language edits to ensure that sentence complexity is appropriate for the document, that ideas are presented in a clear and logical manner, and that the use of jargon and technical terms are appropriate for the intended audience, and substantive edits to ensure that all components of the document fit together as a coherent whole, that the order of presentation is logical, and that all necessary information is included and that all unnecessary information is deleted.

Minimum Security Clearance: to be determined by Task Order

Minimum Requirements:

Level I, 2-4 years experience, High School Diploma

Level II, 4-6 years experience, Bachelors Degree

### **Database Programmer**

Builds, maintains, or converts databases in accordance with government standards and security compliance requirements. Performs work on all phases of database migration and web interface development, including requirement analysis, data migration, web development, database-to-web interface integration, testing, documentation, and implementation. Minimum Security Clearance: Secret

Minimum Requirements:

6-8 years of related experience, Bachelors Degree

### **Resource Specialist**

Serves as a MAJCOM or installation level technical advisor/consultant with responsibility for providing support to customers in areas such as security, information management, communications, manpower management, and strategic planning. Performs organizational reviews and analyses and conducts comprehensive analyses of organizations, functions, programs, systems, and work processes. Able to research and determine appropriate actions or interpret issues that impact organization functions. Recommends, interprets, and applies higher headquarters' guidance. Applies principles and concepts to resolve organizational problems and issues, serves as special advisor on policy and procedural matters to ensure compliance with pertinent directives and public law, and provides advice and assistance to functional management officials regarding functions to meet current and long-range program goals and objectives. Minimum Security Clearance: Secret

Minimum Requirements:

Level I, 1-4 years experience, Associates Degree

Level II, 4-6 years experience, Associates Degree

Level III, 8+ years experience, Bachelors Degree

### **Program Analyst**

Performs a broad range of complex qualitative and quantitative analyses of programs, policies, and issues. Designs tests and evaluation strategies, data analysis techniques,



and methods to assess the operational implications of statistics generated from the data gathered. Plans for implementing exercise scenarios and evaluates their effectiveness as evaluation tools in support of organization mission and operational plans. Able to undertake studies that are complex and whose boundaries are often broad and difficult to determine. Interprets and implements policies and procedures to facilitate the identification and determination of alternative ways to achieve the best mix of facilities, projects, forces, equipment, and/or support attainable within fiscal constraints. Recommends policies for planning and serves as a consultant to subordinate or other team organizations and agencies in assigned area of responsibility. Prepares and presents briefings of conclusions. Minimum Security Clearance: Secret

**Minimum Requirements:**

Level I, 1-4 years experience, Associates Degree

Level II, 4-6 years experience, Associates Degree

Level III, 8+ years experience, Bachelors Degree

**Program Manager**

Serves as authority on various programs, systems, and/or functions. Experienced as technical advisory/consultant to management on plans, policies, strategies, programs, and actions related to assigned programs. Capable of managing program requirements, objectives, and metrics, and resolving conflicts among schedules, funding, and resources. Develops program policies, resolves critical problems or issues related to policy application, and coordinates major program functions for major commands and subordinate installations. Performs special comprehensive cost analysis studies and develop briefings to support program requirements and Congressional inquiries requiring financial resources to maintain, repair, restore, modernize, operate, and dispose of existing and forecasted facilities and equipment. Provides policy guidance to action officers and technical experts. Ensures the involvement of other local, regional, state, and federal activities, coordinating with them to resolve different viewpoints regarding key matters and to ensure continuity efforts. Prepares and presents high-level briefings of conclusions which may be highly subjective and not readily susceptible to verification until actual operational situations are encountered. Minimum Security Clearance: to be determined by Task Order

**Minimum Requirements:**

Level I, 4-6 years experience, Associates Degree

Level II, 8-10 years experience, Bachelors Degree

Level III, 10+ years experience, Master Degree, PMI Certified

**Geographic Info Systems**

Serves as Geospatial Information Integration Specialist responsible for overall coordination and program development of high quality, cost effective Computer Aided Drafting and Design (CADD)/GIS tools, systems applications, and programs. Plans, develops, updates, and implements GIS plans and programs to manage resources.

Develops, recommends, interprets, and provides guidance and procedures to solve unique and complex problems. Initiates, conducts, coordinates, monitors, and participates in technical studies to determine the feasibility and capability of the GIS technology to support current/new missions and long range plans and programs. May be required to participate, organize, and coordinate steering groups to exchange techniques and tools available for solving related technical problems. Minimum Security Clearance: to be determined by Task Order

**Minimum Requirements:**

Level I, 2-4 years experience, Associates Degree

Level II, 4-8 years experience, Bachelors Degree, GIS Certified

Level III, 10+ years experience, Masters Degree, GIS Certified

**Training Officer**

Functions as a support element, develops training plans, and assists in the coordination of quarterly and annual training requirements for force protection, security, and compliance. May be required to support other senior training staff or other offices. Develops an annual training plan based upon the Agency Mission Essential Task List (AMETL). Assists in obtaining slots in scheduled training, capable of managing training documentation through the Learning Management System (LMS), and oversees the conduct of readiness and mandatory training for military, civilians, and contractors. Develops and administers Training Plans and provides support consistent with the duties described above. May be required to organize large-scale conferences or create and operate databases to plan, schedule, and track training requirements. Possesses excellent communication skills and the ability to develop and present briefings.

Minimum Security Clearance: to be determined by Task Order

**Minimum Requirements:**

8+ years experience, Bachelors Degree

Education/Experience Substitution Table		
Degree	Degree and Experience Substitution	Related Experience Substitution
Associates	2 Years	2 Years
Bachelors	Associates + 2 Years	4 Years
Masters	Bachelors + 2 Years	6 Years
Doctorate	Masters + 2 Years	8 Years

Note: Advantage SCI may also determine specific education and experience requirements jointly with our clients based on special task requirements.

## CAPABILITIES STATEMENT

Advantage SCI, LLC ["Advantage SCI"] was established as a Small Business Entity in the Los Angeles area in 2000. Advantage SCI is an 8(a) certified firm, Service-Disabled Veteran-Owned Small Business (SDVOSB), Woman-Owned Business Entity, Minority Business Enterprise, and Small Disadvantaged Business Entity headquartered in El Segundo, California with its Washington, DC Regional Office located in Alexandria, Virginia.

We deliver national security, homeland security and corporate security solutions through staffing, training, and consulting. We have been providing counterintelligence and technical security services to the Department of Defense since 2000 to deter and counter threats to our nation. By transferring critical knowledge needed to protect and defend our nation against threats, Advantage SCI has contributed to effectively securing and operationally enhancing government programs. We have accomplished this through partnering, and application of technical and behavioral science methods.

Advantage SCI has a history of delivering results-oriented solutions in high threat environments globally. Advantage SCI has a reputation for being a qualified and trusted partner to government, corporate, and academia clients.

Advantage SCI was founded by Elsa Lee, a 20-year U.S. Army Counterintelligence Agent with extensive counterespionage and counterterrorism experience across 19 countries. The highlight of her career was the capture of international terrorists in the early 1980s while working on an international joint terrorism task force. In the nine years that Advantage SCI has been in business, it has enjoyed growth and success by leveraging intelligence skills, technology, strategic alliances, and partnering to deliver what customers want and need. Elsa Lee is not only an expert in counterintelligence but she is also a certified professional in Information Security, Organizational Leadership, and Human Resources Management. Her first professional book on Homeland Security and ways to improve operational processes across industry was published in November 2008 by CRC Press Taylor and Frances, and has been receiving rave reviews from book critics around the world.

Advantage SCI's leadership and "all-around-partnering" manifests a culture that results in customer satisfaction and motivated support teams. As a small business, Advantage SCI is competitive and adaptive to customer requirements. This is important because in the world of small business, very few have the strategic vision to anticipate, plan for, and position to overcome business challenges and still meet customer and stakeholder goals. Simply stated, Advantage SCI creates settings to successfully accomplish its customers' missions and goals and is often selected for sole-source contracts.

Advantage SCI has vast experience with federal government procurements and currently holds a contract vehicle, GSA Schedule 84, contract number GS-07F-5900R with approved rates for several labor categories and an approved accounting system in place reviewed and approved by the Defense Contract Auditing Agency. GSA Schedule 84 is for Professional Security/Facility Management Services.

## CONSULTING, TRAINING, AND STAFFING SERVICES

### Security and Counterintelligence Support

Security and Counterintelligence staffing support is provided to the Department of Defense. Security services are designed to control access and protect assets. Counterintelligence services focus on detecting, identifying, assessing, exploiting, and countering intelligence collection threats, as well as sabotage and terrorist activities against government, facilities, and personnel. Tasks are performed in accordance with applicable statutes, executive orders and regulations that govern and establish guidelines and restrictions for counterintelligence activities and support through certified staff.

### Intelligence Analysis

Customers use our intelligence analysis staffing and consulting services to counter terrorism, counterespionage, share intelligence, support the war fighter, prevent the proliferation of weapons of mass destruction, and thwart the flow of narcotics into our country while keeping U.S. government communications and information resources secure. These services are available as daily support to operations or in academic settings where a curriculum needs to be developed, delivered or instructed.

### National Security Services

Advantage SCI's specialized security expertise is critical to national security. Consulting, training, and staffing allow the federal government to fulfill requirements that address intelligence needs, national security, classified research, and classified projects. Our in-house staff is cleared and available to provide specialized support to agencies with vital national security missions.

### Homeland Security

A series of laws and executive orders have been enacted since 9/11 requiring organizations to increase security awareness and improve preparedness programs. Advantage SCI assists in designing training programs, curriculum, and educational materials for government, business, and academia to fulfill Homeland Security roles. Part of this effort includes developing strategies, programs, and policies that address Homeland Security requirements. We offer testing of readiness and response plans for terrorism preparedness. Our methods and techniques result in countermeasures that improve United States protective measures and diminish vulnerability to terrorist attacks – thus securing our borders and homeland.

### Threat & Vulnerability Assessment

Tasks related to threat and vulnerability assessments form the foundation of most security programs. Advantage SCI assesses security programs, policies, plans, procedures, and practices to identify potential threats to an organization or program, and to identify vulnerabilities that can be exploited by insiders or external threats to cause damage or losses to the organization or its assets – either, physically or on the network.

### Red/Blue Team Exercises – Physical and Technical

Advantage SCI's staff consists of a nationwide pool of experts who perform a variety of roles assessing, testing, and exercising plans; penetrating/infiltrating facilities; identifying vulnerabilities; and providing social engineering related services using government tested and approved methodologies. Teams can be organized and deployed in most cases under short notice anywhere in the world and have been successfully used in DoD facilities, government facilities, and corporate facilities where highly critical assets are stored.

### Evaluation of Emergency Response Programs

Whether client requirements call for business continuity planning (BCP), disaster recovery, continuity of operations planning, a business impact analysis or emergency plans and risk analysis, Advantage SCI provides consulting advice to assist or facilitate the effort across industries. Advantage SCI helps clients understand the potential impacts of natural and man-made disasters and the underlying risks that require mitigation in order to have plans that will assure successful continuity of business operations and programs.

### CI Research Technology Protection (RTP)

The key to any organization's success is its people. Technology and the nature of work are changing at a rapid pace and corresponding threats are evolving at an even higher rate. We offer services that effectively apply RTP measures and/or counter- measures and CI support activities that are cost effective and consistent with risk management principles to protect Critical Research Technology (CRT) and Critical Program Information (CPI). Protection of CRT and CPI ranges from providing threat awareness training for scientists and engineers performing fundamental research, to the development and implementation of a Program Protection Plan.

## Technical Security Countermeasures (TSCM)

We perform physical security evaluations and analysis of Sensitive Compartmented Information Facilities (SCIF) at government sites. We verify physical and technical security adequacy prior to SCIF accreditation. We perform feasibility and security studies prior to the building of secure office spaces in compliance with established Department of Defense (DoD) directives and policies. We provide administrative support to SCIF accreditations and ensure compliance of TEMPEST requirements in accordance with DoD specific reference manuals; (DCID 6/9, and the NISPOM M1), National TEMPEST reference manuals (NSTISSI 7003, NSTISSAM TEMPEST/2-95, and NSTISSAM TEMPEST 1/92).

## Information Assurance

Information assurance services protect and defend information and information systems by ensuring

confidentiality, integrity, authentication, availability, and non-repudiation. Our professionals excel in making critical government systems remain impenetrable, ultimately supporting the highest levels of the U.S. government. One key feature of our support includes providing computer forensics and computer security incident response team training as a value added service.

## CI Cyber Security

Advantage SCI provides experienced professionals and seasoned subject matter experts with a myriad of credentials and certifications to perform CI countermeasures and network security via intrusion detection, incident response, network defense, inside threat deterrence/mitigation, and Cyber Security Program enhancement to assist government agency in protecting critical information assets.

## VALUE ADDED SERVICE

Advantage SCI promotes conservation of resources and minimizes our footprint on the environment. We have been utilizing “green” practices since our inception and deliver services in a manner which has a residual impact on our customers. We possess expertise and credentials in Organizational Leadership (OL), a modern day discipline that helps organizations implement critical “change” through strategies that today’s workforces can easily embrace. In a time of changing requirements, no one can predict the complexities that a workforce will encounter, but one can prepare the workforce to anticipate and appropriately respond to “change” through leading OL practices that build strong leaders, managers, and work teams. Very few security firms have the added benefit of incorporating OL value to their services at no extra cost.

### NAICS Codes:

- 928110 – NATIONAL SECURITY
- 541611 - ADMINISTRATION MGMT AND GENERAL MGMT CONSULTING SERVICES
- 541612 - CONSULTING SERVICES
- 541618 - OTHER MANAGEMENT CONSULTING SERVICES
- 541690 - OTHER SCIENTIFIC AND TECHNICAL CONSULTING SERVICES
- 541990 - ALL OTHER PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES
- 561210 - FACILITIES SUPPORT SERVICES
- 561320 - TEMPORARY HELP SERVICES
- 561499 - ALL OTHER BUSINESS SUPPORT SERVICES
- 561611 - INVESTIGATION SERVICES
- 561621 - SECURITY SYSTEMS SERVICES (EXCEPT LOCKSMITHS)
- 561990 - ALL OTHER SUPPORT SERVICES
- 611430 - PROFESSIONAL AND MGMT DEVELOPMENT TRAINING
- 922190 - OTHER JUSTICE, PUBLIC ORDER, AND SAFETY ACTIVITIES

### Business Size/Classification:

- Small Business <\$6,500,000
- 8(a) Certified and Small Disadvantaged Business (SDB) through 2013
- Service-Disabled Veteran-Owned Business (SDVOSB)
- Minority-Owned Business Entity (MBE) and Women-Owned Business Entity (WBE)

**Clearances:** Government cleared personnel up to the Top Secret/SCI levels and a current Top Secret Facility/SCI Clearance